

George Holmes Bixby Memorial Library
52 Main Street • Franconia NH
Board of Trustees Meeting Minutes
October 6, 2016

In Attendance: Elizabeth Hunter Lavallee, Chair; Jan Hicks, Treasurer; Robin Macrae Haubrich, Secretary; Deb Rogers, Trustee; Paul Lawrence, Trustee; Carol Brock, Head Librarian; Mary Farrell, Children's Librarian
Absent: Mike Swinford, Alternate Trustee

Member(s) of the Public: There were no members of the public.

Meeting convened at 7:03 pm.

1. Minutes

- a. It was moved, seconded and approved to accept the September 8, 2016 minutes as presented.

2. Treasurer's Report

a. Re: the Town CIP: Jan and Elizabeth began discussion of any capital improvements the Library will need in a 6-year projection. It was decided Deb would investigate the age and status of the roof. Paul suggested the development of space effort could include use of the Lodge; Jan will contact Charlie Pyle, Chair of FIHS to discuss that possibility. The deadline for CIP submissions is October 14, 2016.

b. Jan presented invoices, one from Henry Kunhardt for \$200.00 for drainage work at the front of the Library, and one from Martha Eisenburg for \$2122.25 for landscaping in the same area. After discussion, it was moved, seconded and approved to pay Henry Kunhardt's and Martha Eisenburg's invoices from the Vose Fund Savings account of past interest earned.

c. After discussion, it was moved, seconded and approved that Jan Hicks, treasurer, and Elizabeth Hunter Lavallee, Chair, should have, each individually, signatory authority over any and all George Holmes Bixby Memorial Library accounts, including the Waddell & Reed accounts #32402719 and #35643158.

d. Carol reported her preliminary budget was reviewed by Jamie Pike; adding the cost of downloadable books (\$480.00) was suggested.

e. Carol opened the discussion of increasing her hours by 5 and increasing her salary. Paul suggested she make a comparative analysis with other towns to present at Town Meeting to illustrate that adequate pay and hours would provide expanded service. It was suggested that increasing the Librarian Assistant's hours could free up the Library Director's time for those expanded services. It was decided the Board would meet within the next two weeks in a non-public session to discuss salaries, hours, and budget.

f. Jan reviewed the Library's finances, referring to the items she had distributed to the Board.

1. There was an increase in the W&R Harwood account this month in the amount of \$256.31 or approximately .99%.

2. The following payments in the amount of \$596.86 were made from the TD Bank General Operating Account:

\$125.42 Open House Expenses (\$60.71 to Elizabeth, \$43.03 to Jan, \$21.68 to Robin)

\$280.36 Reimbursement to Robin for Copying and Framing of G.H. Bixby Portrait

\$14.99 Reimbursement to Mary for Reading Program Prizes

\$119.99 Purchase of Microsoft Windows 10 Software (the Franconia News)

\$56.10 Book Stamper and Ink Replacement

3. Cash deposits in the amount of \$158.35 were as follows:

\$4.00 Income from Copier

\$15.00 Income from Fax

\$41.25 Fines

\$17.00 Book Replacement

\$25.00 Unrestricted Use Monthly Donation from Heidi Dawidoff

\$56.10 Reimbursement from Town for Book Stamper Purchase

g. It was moved, seconded and approved to accept the Treasurer's Report as presented.

3. Librarians' Reports

a. Carol stated the September 2016 stats, as distributed to the board, continue to be good.

b. Carol reported new patrons were coming in during the new hours, and no negative comments were made. The Open House brought in 62 adults. It was proposed to make it an annual event.

c. The fire extinguishers have been checked and approved.

d. Upcoming programs were reviewed.

e. Cecily Houston approached Carol, offering to pay for a fence along the rear of the Library. It was decided that Carol will contact Cecily to verify and get the details of her offer. It was noted that the Frankestown News may be a contributor to this project.

f. Mary reviewed upcoming programs in the Children's Library. Approximately 20 children signed up for the 6-week Crazy 8s bed time math club.

4. Old Business

Committee Reports:

a. Window restoration and painting: As arranged by the Selectmen's Office, Elizabeth met with Andy Roper (Winn Mountain Restorations) of Lyndeborough NH. She and Jamie Pike met with John Thompson (JLT Painting) of Alexandria NH. The town hopes to receive their 2 bids by next week. Work expected to begin in April 2017 at the earliest. Greg Cope is unable to bid on this project due to personal considerations.

b. Weeding: Jan and Deb continue this project. It was noted that about 35 first edition books are in the Library's collection. Deb will explore the value of these books.

c. Jan reviewed the Librarians' wish lists.

- It was agreed to add the repair and painting of the inside shutters to the window restoration and painting bids.

- It was moved, seconded and approved to spend up to \$80.00 for DVD bins.

- It was moved, seconded and approved to spend up to \$100.00 for the construction and installation of shelving in the Children's area.

- Paul will coordinate with Mary re: painting an area in the Children's Library.

- It was moved, seconded and approved to spend up to \$100.00 to Paul St. Cyr to install three locks on cabinets in the Children's Library area.

d. Policy review: Robin and Jan stated that reviewing and updating our policy will be a long process and a variety of resources are being considered.

5. New Business

a. Deb began the discussion of the Library's commitment to the Community Supper. It was agreed to not participate in the November supper, but to consider a later date. Deb will contact Heather.

6 . Public Comment

a. There was no public comment.

7. Adjournment:

a. A motion was moved, and seconded and approved to adjourn at 8:59 pm.

Date of the next meeting: November 10, 2016 at 7PM at the Library.

Respectfully submitted,
Robin M. Haubrich, Secretary